

Memorial Hospital Lafayette County 'MHLC'  
Tuesday, November 20, 2012  
MHLC Conference Room  
Minutes from Monthly MHLC Committee Meeting

**Present:** MHLC Chairperson Bill Moody- County Supervisors Bob Boyle, Connie Hull, Ron Niemann, and Wayne Wilson; County Board Chairman Jack Sauer; Medical Staff Dr. Michael Robiolio; Administrator Sherry Kudronowicz; CFO Marie Wamsley; DON Kathy Ruef; Business Office Manager Deb Krahenbuhl; OB Manager Char James; CRNA Nick Zuberbuhler

**I Call to Order**

Chair Moody called the meeting to order at 9:30am.

**II Posting**

Chair Moody asked if the meeting had been properly posted. Adm Kudronowicz reported that the meeting had been posted with notices at the Hospital, Health Department, Court House, County Website, and the Republican Journal. Chair Moody declared the meeting to be legal.

**III Approval of Agenda - Discussion and possible action requested**

Chair Moody presented the agenda and inquired if there were any changes. Ms. Kudronowicz stated there were no changes. Mr. Wilson made a motion, seconded by Mr. Niemann to approve the agenda as presented - Voice Vote, Motion passed unanimously.

**IV Minutes – Discussion and possible action requested**

Mr. Niemann made a motion and seconded by Mr. Boyle to approve minutes from the October 16, 2012 Memorial Hospital of Lafayette County board meeting as presented with one correction, page 4, VIII, 1. Information Technology Requests, add the word "not" after did. And, to approve October 23, 2012 Joint Hospital and Manor Meeting minutes with one correction, adding Mr. Bob Boyle to the list of those present at meeting. General discussions, Voice Vote, motion passed unanimously with the changes noted.

**V Financial Report– Discussion and possible action**

**1. CFO Wamsley presented the financial reports with the following highlights:**

**Exhibit 5 – Income statement/Departmental Income Statement** – In discussion with the finance department, everything received to date has been posted for October expenses, revenues, and cash with the exception of some outstanding October bills with dollar amount totaling approximately \$60,000, the larger portion of this is for the Rehab Contract expenses approximately \$47,000. The YTD Net Income after the transfer of \$181,754 to the General Fund is \$979,583. Departments to highlight that have a net profit increase over budgeted and previous year's net profit include the Nursing Department, ER, Rehab, and Radiology. The Operating Room continues to show a slight increase YTD compared to YTD 2011. Expenses YTD are higher than budget by approximately \$295,000, however, when taking into consideration the unbudgeted added expenses of the 24/7 physician coverage this is good. Ms. Wamsley noted that she is in the process of doing an interim cost report. Ms. Wamsley will have these numbers for the next meeting. Ms. Wamsley stated that it is expected with the increase in volumes and revenue, it is expected the hospital will owe money to Medicare. Ms. Wamsley explained how the ER standby time will have an impact on the amount owed, as well as the increases seen in other areas of the hospital with expenses not showing equal increases all these things will have an impact on what is owed to Medicare. Ms. Wamsley will have more to report at the November meeting.

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**YTD wages and fringes** – Wages are showing an annualized overage of \$165,866 and Fringes are showing an annualized overage of \$49,483. Wages and Fringes combined is a total of \$225,245 through the month of October.

**Exhibit 4 – Balance Sheet** – Cash as of October 31, 2012 is 1,208,207, which is an increase of \$195,058 from the previous month. Accounts Receivable balance as of October 31, 2012 was at \$2,831,321 which is an increase of \$115,507 from September.

**Exhibit 3 – Aged Accounts Receivable** – The breakdown of the days outstanding for aged accounts receivable was handed out. The net days outstanding in accounts receivable is 47.67 days, with 67.08% of accounts receivable being in the 0-30 days outstanding. Currently for the month of October \$361,009 is greater than 90 days old, which is another improvement of \$33,236. There continues to be positive results to the letters that have gone out to old payment arrangements and self pay accounts, this has dropped payment arrangements by another \$18,347 since September.

Mr. Boyle made a motion and seconded by Mr. Wilson to accept the Financial Report as presented – Other General Discussions - Voice Vote, Motion Passed Unanimously.

**VI Personnel – discussion and possible action requested.**

**Staff Updates** – Ms. Kudronowicz noted that the Operating Room needs to increase 8 to 16 hours per week based on surgery schedule to accommodate the recovery room. Ms. Ruef explained that currently the patient goes to the floor and then the patient is recovered on the floor. The best standard of care is to have one on one care for the patient during recovery. One of the charges that are not being captured is recovery room charges. Revenue will be generated by having patients recovered in a recovery room. Mr. Zuberbuhler noted that he has not been comfortable recovering patients on the floor as it is farther away from the Operating Room, if something happens. Cost estimates were also presented that showed total annual costs of \$19,225.48. The position would be posted in-house and would likely be filled within the hospital. It was further clarified that the additional revenue would come from actually recovering patients in the recovery room (PACU-Post Anesthesia Care Unit). Currently the recovery room charges are being charged on a step-down recovery room. The room is available, and just needs to be rearranged to accommodate the space for recovering patients in this location.

Mr. Wilson made a motion and seconded by Ms. Hull to approve the additional 8 to 16 hours for the recovery room needs as presented – Other General Discussions - Voice Vote, Motion Passed Unanimously.

Ms. Kudronowicz announced that the Outpatient Clinic CNA staff person is retiring on December 16, 2012, and the request is to replace this person with an LPN. Ms. Kudronowicz passed out information about the costs for an LPN versus CNA/MA, the additional costs would be \$8,702.89. Ms. Ruef noted the standards of care have changed and having qualified staff working with the specialty clinic has become a huge Physician satisfier. Ms. Ruef stated with the recent staff retirement it was felt now is a good time to restructure staffing having clinical staff perform clinical functions. Additional reimbursement would be an indirect, in the Physicians will have good experiences with us and will continue to see patients at MHLC and this will allow for more

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appropriate clinical patient care. The question was raised if there are any LPNs available, it was noted LPNs are still used in many nursing homes, so it is expected they will get applicants. Mr. Boyle made a motion and seconded by Mr. Niemann to approve the refilling of the soon to be vacated position in Outpatient Clinic with an LPN versus a CNA/MA as presented – Other General Discussions - Voice Vote, Motion Passed Unanimously.

Ms. Kudronowicz presented hiring an RN to cover the paid time off versus paying overtime to cover these hours. The savings having a full-time 2032 hours RN versus paying overtime would be \$12,920.66. It is anticipated that this will reduce overtime of approximately 2032 hours. Mr. Wilson asked if there are applicants out there for this position. Ms. Ruef noted that she has received applications for previous positions that were being filled. Larger facilities are only hiring BSNs and many new graduates from Southwest Tech do not have a lot of options, have applied, all good qualified staff, sometimes a little more time orientation, but they have done well. Mr. Niemann questioned that overtime will go down. And, Ms. Ruef stated the only place that overtime would not go down is for call-ins related to sick time.

Mr. Wilson made a motion and seconded by Mr. Niemann to approve the hiring of an additional full-time RN to cover paid time off for other nursing staff to decrease overtime hours as presented – Other General Discussions - Voice Vote, Motion Passed Unanimously.

2. **October Overtime Report** – Ms. Kudronowicz passed out the Overtime report for the month of October and reported the running 3 months. October overtime hours are higher than August and September. Reasons for overtime include short RN staff due to illnesses. CNA/HUCs positions are in process of getting refilled, which are now refilled. Also, several departments helped with the Birthday Celebration which caused overtime in several departments. OR was up due to call-ins for emergency surgery cases and increase in volume, keeping those patients in-house versus sending them out. Also, other areas are up due to increase census. Looking at ways to improve overtime. For instance, Lab is a department periodically is reviewed to see if it is feasible to have the Lab staffed with a person versus calling in and creating overtime, in the past it has been more feasible to call-in staff. Mr. Moody would like to see prior year compared to current year totals.

Mr. Boyle made a motion and seconded by Mr. Wilson to accept the October overtime report as presented – Other General Discussions - Voice Vote, Motion Passed Unanimously.

3. **Closed Session per the request of the hospital committee pursuant to WI Stats 19.85(1)(c) Considering employment, promotion, compensation or performance evaluate data of any public employee over which the governmental body has jurisdiction or exercises responsibility for discussion and possible action on wage adjustments for RNs/LPNs, Accounting/Billing function personnel and review administrator applications.**

Mr. Niemann made a motion that was seconded by Ms. Hull to go into closed session to discuss the wage adjustments for RNs/LPNs, Accounting/Billing function personnel and review of administrator applications. Roll call vote Chair Moody – Aye, Mr. Boyle – Aye, Ms. Hull – Aye, Mr. Niemann – Aye, Mr. Wilson – Aye, Dr. Robiolio – Aye. Motion passed on a vote of 6-0 with no abstentions. Also, present in closed session were Mr. Sauer and part of the closed session were Ms. Kudronowicz, Ms. Wamsley, and Ms. Ruef.

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- 4. Reconvene to open session and possible action on item discussed in closed session.**  
 Mr. Wilson made a motion that was seconded by Mr. Niemann to reconvene to open session. Roll call vote Chair Moody – Aye, Mr. Boyle – Aye, Ms. Hull – Aye, Mr. Niemann – Aye, Mr. Wilson – Aye, Dr. Robiolio – Aye. Motion passed on a vote of 6-0 with no abstentions. Also, present in closed session were Mr. Sauer and part of the closed session were Ms. Kudronowicz, Ms. Wamsley, and Ms. Ruef.

Mr. Niemann made a motion and seconded by Mr. Wilson to interview the top three candidates on the list of applicants for the Administrator position as presented – Other General Discussions - Voice Vote, Motion Passed Unanimously.

Mr. Niemann made a motion and seconded by Ms. Hull to table the wage adjustments for the RNs and LPNs until the December meeting – Other General Discussions - Voice Vote, Motion Passed Unanimously.

Ms. Hull made a motion and seconded by Mr. Boyle to move onto the HR Committee the \$1 increase for Deb Krahenbuhl and Kris Reichling supplemental pay and table the increase for Marie Wamsley until the December meeting – Other General Discussions - Voice Vote, Motion Passed Unanimously.

**VII Utilization Report – Discussion and possible action**

Exhibit 2 – In review of the October Utilization, Inpatient days are down for the month of October, 2012 compared to October, 2011, but continue to be up by 267 days YTD. Surgical Procedures were higher in October 2012 compared to 2011. The Physical, Occupational, and Speech Therapy/Rehab, Cardiac and Pulmonary Rehab departments were all higher for the month of October. Radiology and Lab had an increase in visits for October. The ER Department had increases for the month of October as compared to 2011, and showing 336 more patients YTD 2012 compared to YTD 2011. Medical Outpatients were down for the month, but are up by 271 for 2012 YTD compared to 2011 YTD. There was an increase in Observation patients for the month of October, as well. Mr. Niemann noted he expected a higher increase in the Outpatient Clinic. It was noted that just starting to see those increases now and should continue to see this going forward, as well.

**VIII Medical Staff Report – Discussion and possible action**

It was requested for approval of privileges for a new Emergency Room physician Dr. Stephen Nitz.

Mr. Niemann made a motion and seconded by Dr. Robiolio to approve privileges for Dr. Stephen Nitz as presented – Other General Discussions - Voice Vote, Motion Passed Unanimously.

Dr. Robiolio had to leave the meeting.

**VIII Management Report – discussion and possible action**

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1. **Information Technology Requests** – Ms. Wamsley presented a new computer and Microsoft Office license request for Respiratory Therapy for \$716.72. The computer is old and needed to be replaced because the computer would not accept additional memory. There is money available in the budget for this purchase.  
Mr. Wilson made a motion and seconded by Ms. Hull to approve the purchase of the replacement computer and Microsoft Office license for Respiratory Therapy as presented – Other General Discussions - Voice Vote, Motion Passed Unanimously.
2. **Call System Upgrade** – Ms. Ruef presented that the current call system needs to be upgraded. It was noted that the old system is not setup to ring at the nurses station in the ER for ER patients. And, in order to have this changed the entire system would need to be upgraded to Windows version versus the old DOS system that it currently operates on. The cost would be \$16,430 to upgrade to Windows and this would allow the call bell to ring to the ER. To get an entirely new system the cost would be \$150,000. The plan would be to take out a dialysis chair purchase in 2013 to cover the costs of the \$16,430.  
Mr. Niemann made a motion and seconded by Mr. Boyle to approve the upgrade of the call system at a cost of \$16,430 as presented – Other General Discussions - Voice Vote, Motion Passed Unanimously.
3. **Rate Increase for 2013** – Ms. Kudronowicz presented the 2013 increases of the rates charged for patient services to be 3% increase for inpatient and 2% increase for outpatient services. These rates will need to also be posted publically.

Mr. Boyle made a motion and seconded by Mr. Wilson to increase the rates as presented – Other General Discussions - Voice Vote, Motion Passed Unanimously.

**X Audit of Bills**

The bills were presented for approval.

Mr. Niemann made a motion and seconded by Ms. Hull to approve the Audit of Bills as presented.  
General Discussion - Voice Vote Motion Passed Unanimously

**XI Next Meeting** – Chair Moody set the next meeting date.

**Next Hospital Board Meeting set for  
Monday, December 17<sup>th</sup> at 4:00pm  
MHLC Conference Room**

**XII Adjournment** – Mr. Wilson made a motion and seconded by Mr. Moody to adjourn the meeting at approximately 11:44am - Voice Vote Motion Passed Unanimously

**Focus Statement**

“Caring...Quality...Life...We take it Personally.”